

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the highly responsible position of chief officer over all fire department operations. The Fire Chief is responsible for the administration and coordination of all fire department activities and for the supervision of all subordinate personnel. The employee of this class directs and controls all fire suppression and emergency operations, sets management policies, goals and objectives for the department, prepares and submits an operating budget, locates grant funding, and organizes the personnel management functions of the department. The Fire Chief is also responsible for ensuring good public relations, public fire education and fire prevention. The Fire Chief works independently, reporting to the Ascension Parish Fire Protection District Number 3 Fire Board of Commissioners.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the total operation of the fire department as chief officer. Develops management policies, goals, and objectives for the department. Determines how the department should be organized to best utilize available resources in providing fire protection services for the community. Evaluates the productivity and effectiveness of departmental programs and develops and initiates procedures to improve the quality of service in these areas. Develops and implements a safety program for the department and trains subordinates in safety. Monitors any local conditions which may create situations the department may be called upon to handle. Devises a risk management program to control departmental losses, and investigates all accidents or injuries involving department equipment or personnel in order to make changes in procedure to avoid future accidents. Reviews incoming communications, making assignments or routing work to the appropriate person.

Organizes the personnel management functions of the fire department by creating work cycles and deploying available manpower. Develops a personnel recruitment and selection program in accordance with EEO standards and interviews prospective employees and makes hiring decisions. Supervises subordinate personnel by delegating assignments, outlining responsibilities and duties, setting task priorities and long-term goals for subordinates, adjusting work schedules and

approving leave. Holds formal meetings for the purpose of receiving information and disseminating information. Conducts inspections of personnel and equipment to assure compliance with department standards. Evaluates the work performance of subordinates and writes employee evaluation reports. Establishes an internal affairs review process to investigate violations of code of conduct by department employees. Develops an employee grievance resolution procedure. Maintains discipline by counseling employees who are experiencing work problems, handling employee complaints and grievances, and notifying the employee of disciplinary action taken.

Evaluates training needs of the department, and establishes and maintains the training program. Serves as an instructor for formal classroom training and provides for outside instruction. Provides on-the-job training for department members, including explaining policies, procedures and rules. Provides assistance in technical areas of work. Acts as a consultant for smaller fire departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or fire protection efforts when required.

Develops and implements an emergency management system. Directs and controls fireground operations, including equipment and personnel assignments, strategy, communications, and the reevaluation of decisions as necessary. Directs the handling of emergencies involving hazardous materials, assessing risks to community, and determining action to be taken to contain or control the incident. Directs the handling of special tactical situations, or emergencies involving injury or illness, determining action to be taken to contain or control the incident. Directs a program of fire inspections and pre-fire planning. Performs fire suppression duties as may be required in order to assist in the control and containment of the incident.

Oversees and utilizes a system of information management for use in the administration of the department. Establishes policy concerning what information should be included in departmental records, determines in what form this information should be kept, and provides for the security of all departmental records. Supervises the preparation and maintenance of department records and reports, reviewing records and reports completed by subordinates, and periodically inspecting record-keeping systems and facilities. Personally completes all forms, records, and reports required of the appointing authority. Locates grants available for fire protection and prevention projects and administers grant-funded projects. Writes requests for grants or other special funds.

Promotes a positive public image of the work of the fire department in the daily performance of duties. Acts as official department representative to the news media and at required meetings in order to offer advice and keep informed on local

trends. Handles complaints from the public concerning emergency and non-emergency fire department operations and procedures. Reviews existing or proposed legislation, regulations, ordinances, or court rulings relating to fire department operations and attends all assigned meetings, testifying if necessary. Coordinates the work of the department with related federal, state, and local agencies. Delivers talks, lectures, or demonstrations on fire prevention or related fire protection topics to schools and civic organizations. Writes letters in response to written or oral requests addressed to the fire department.

Prepares and submits to the proper authority a departmental operating budget. Manages the operation of the general accounting system for the department. Records expenses, disbursements and related financial transactions in order to maintain accurate fiscal records. Authorizes the expenditure of funds allocated for departmental operations, making sure that such expenditures are in accordance with the budget.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Oversees the process of maintaining an inventory of supplies and equipment for the department. Obtains estimates on repair costs, arranges for repairs, and inspects equipment or property after repairs to see that repairs were properly accomplished. Prepares specifications on new fire department equipment for public bids.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must not be less than 18 years of age.

Must possess a valid driver's license.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of progressively responsible experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of progressively responsible experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least nine (9) years of progressively responsible experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.